Introduction

The following personnel policy for the Department of brings together existing policy documents and makes changes necessary because of the changing composition of the department faculty. The only substantive revisions were to the composition of the peer committees on the first page of the document.

Committees

In all cases regarding reappointment, promotion, and tenure, the faculty of the Department of Technology will act in committees defined as follows:

Department Tenure & Promotion Peer Committee:
The Department Tenure & Promotion Peer Committee is responsible for all personnel actions as they pertain to reappointment, tenure, and/or promotion. Reappointment, tenure, and/or promotion actions require a formal vote of this committee. Voting members of the DOT Tenure & Promotion Peer Committee include all faculty who are full time USM employees with at least 50% responsibility to the department. In cases where a faculty member from another department has been approved to be on the individual peer committee for a specific action, that member will be a voting member of the Department tenure & promotion peer committee for that action. Votes on personnel matters will be by secret ballot.

Individual Peer Committee:
The Individual Peer Committee is responsible for advising, mentoring, and reviewing faculty members in matters pertaining to reappointment, tenure, and/or promotion. Members of the Individual Peer Committee include one DOT faculty member selected by the faculty member for which the Peer Committee was constituted, one DOT faculty member appointed by the Department Chair in consultation with the faculty member, and may include a member from another department if approved by the department faculty and the faculty member who is being evaluated. The Individual Peer Committee is responsible for making recommendations to the Department Tenure & Promotion Peer Committee regarding personnel actions.

The Individual Peer Committee is also responsible for making recommendations directly to the college Dean regarding increases in compensation as they relate to the post-tenure review process. Recommendations regarding compensation increases as part of the post-tenure review process will be shared directly with the CSTH Dean, and will not be shared with the Department Tenure & Promotion Committee or the Department Chair of the DOT.
Department of Technology procedures

1. The faculty member’s Peer Committee forwards to the Department Chair a recommendation for the action (i.e., reappointment, tenure, and/or promotion) which has been requested. The timing of these events are in accordance with the university time frame for such action. Typically, the Dean of the school unit notifies eligible faculty members of such action.

2. The faculty member’s support materials and the recommendation(s) of his/her Peer Committee are made available to the Department Tenure & Promotion Committee for their review in advance of any Department Tenure & Promotion Committee action.

3. The date and action are scheduled as an agenda item at a department faculty meeting. In some cases due to time constraints, a special meeting of the Department Tenure & Promotion Committee may have to be arranged.

4. The Chair of the faculty member’s Peer Committee will present the requested action to the DOT Tenure & Promotion Committee. The faculty member on whom the action is to take place may present an overview and entertain questions regarding their supporting materials.

5. The faculty member requesting the action will exit the meeting.

6. Faculty discussion may occur among members of the DOT Tenure & Promotion Committee.

7. Action via secret ballot will commence. If necessary, a vote by absentee ballot may be cast by a member of the Department Tenure & Promotion Committee in the event they are unable to participate in the voting as it is scheduled as an agenda item during a meeting. Sealed votes are submitted directly to the DOT Tenure & Promotion Committee via the Department Chair of the DOT to be included in the final vote.

8. Results will be tallied and made available to the DOT Tenure & Promotion Committee.

9. The faculty member will return and be made aware of the results.

10. The Department Chair will draft a letter reflecting the sentiments of the DOT Tenure & Promotion Committee as was conveyed through appropriate comments and the vote results. In this letter, the DOT Department Chair will be authorized only to reflect the sentiments of the DOT Tenure & Promotion Committee, and will not be authorized to provide official input in their capacity as the DOT Department Chair. All members of the DOT Tenure & Promotion Committee will sign the letter. The original letter from the individual peer committee will be transmitted along with the letter from the DOT Tenure & Promotion Committee. For any action concerning the chair’s own promotion and or tenure, the chair shall temporarily step down and the next available senior member shall become the acting chair.
11. The faculty member acted upon will receive a copy of the letter and be allowed time to prepare a written response.

Results of the vote (i.e., # in support, # not in support, & # abstentions) will be forwarded to the Dean of the school along with any response from the faculty member acted upon. In addition to the results of the action, all supporting materials will be forwarded to the Dean for review. The actual vote count will not be recorded in official DOT Faculty & Staff meeting minutes.

**Promotion, tenure, & continuing contract procedures (AFUM contract 2010-11)**

**ARTICLE 9 – PROMOTION AND TENURE AND CONTINUING CONTRACT PROCEDURES**

A. Promotion, tenure and continuing contract recommendations by the faculty of the department, division or other appropriate unit shall be in accord with the criteria established in Article 10, Evaluations, and consistent with the applicable sections of Article 8, Academic Ranks.

B. 1. Unit members shall be considered for tenure or continuing contract in their sixth year of service unless they indicate in writing to the chairperson, dean or director their intent to resign at the end of their current appointment.

2. Unit members who wish to be considered for tenure or promotion shall submit requests in writing to the chairperson, dean or director as early as possible but by no later than September 15.

3. a. In instances of child birth, child rearing, or adoption, a probationary Faculty Member may, by written notification to the appropriate administrator, initiate a one (1) year extension of the probationary period. Such notification shall be submitted to the appropriate administrator and the Faculty Member’s peer committee on or before the first day of the academic year in which the extension will apply. The academic administrator shall acknowledge receipt of the notification in writing.

   b. In instances involving other exceptional life circumstances, a probationary faculty member may request a one-year extension of the probationary period. Such requests will be submitted in writing to the appropriate academic administrator on or before the first day of the academic year for which the request is being made. The academic administrator will review the request and notify the faculty member in writing of approval or denial no later than September 15 of the academic year in which the request is received. A copy of the Faculty Member’s notification of any approved extension will be sent to the Faculty Member’s peer committee.

   c. The probationary Faculty Member may initiate an extension of the probationary period for a full year even if he/she has not taken a leave of absence. The probationary period may be extended more than once during the probationary period. The total of all extensions under 3.a and 3.b may not exceed two
(2) years.

d. During probationary periods of employment, the reappointment provisions in Article 7 shall apply.

C. 1. The department, division or other appropriate unit chairperson, or director or dean shall inform the appropriate peer committee that a unit member has applied or is eligible for consideration for tenure, continuing contract or promotion. Said committees shall be designated by the department, division or other appropriate unit and instructed by the University as to their responsibilities by September 25. Failure of the peer committee to comply with its responsibilities under this Article shall not constitute the basis for a grievance where such instructions have been timely provided by the University.

2. Each University, in accordance to its appropriate governance procedures, shall provide a written description of persons who are eligible to serve on a peer review committee and the procedures whereby members of peer committees are appointed. This report shall be submitted no later than June 30, 2003.

3. In its consideration of the unit member for tenure, continuing contract or promotion, the peer committee shall:

   a. have access to the unit member's personnel file, as provided in Article 6, Personnel File, and
   b. provide the unit member, by written notice, with an opportunity to meet with and address the committee.

4. The peer committee shall forward its recommendation regarding tenure, continuing contract or promotion to the department, division or other appropriate unit chairperson or director or dean and the unit member by no later than November 10. Peer recommendations both majority and minority (if any) must be signed by all of the peer committee members participating in the recommendation. The names of all peer committee members must be listed and a tally of the vote including any abstentions must be recorded.

5. Within one week of receipt of the peer recommendation by the chairperson, director or dean, the unit member may prepare a written response to the recommendation. The response, if any, shall go forward with the recommendation. There shall be no further opportunity to submit materials for the review process except:

   a. in extraordinary circumstances;

   b. to correct factual errors in the material submitted;

   c. to receive outside evaluations solicited during the review process which are received prior to the decision or recommendation by the chief administrative officer. In the event of receipt of such additional materials, the promotion, tenure or continuing contract consideration shall be remanded to the peer committee for reconsideration except by mutual agreement of the University and unit member involved.
In such event, appropriate revisions will be made to any deadlines for peer committee and/or University actions described in this Article and/or Article 7. The unit member will be informed in writing of the new deadlines. An effort will be made to adhere to the notice requirements of Article 7, Section D.

d. As provided for in paragraph 6 below.

6. Such committees and administrative officers as the University deems appropriate shall make recommendations to the chief administrative officer regarding the promotion of and/or granting of tenure or continuing contract to the unit member. Such recommendations will be communicated in writing to the unit member at the same time they are forwarded. Upon conclusion of the administrative levels of review and prior to review by the Chief Administrative Officer, the unit member shall have an opportunity to submit a response to these recommendations. The unit member shall be accorded five (5) working days from receipt of the penultimate level recommendation to submit his/her statement. The statement submitted by the unit member shall become part of the official material reviewed by the Chief Administrative Officer. The unit member shall not grieve a negative recommendation until formally notified of the decision by the chief administrative officer or Board of Trustees. The grievance, if any, shall be filed at the administrative level where the first negative recommendation was made.

7. The chief administrative officer shall inform the unit member of his/her decision or recommendation when it is transmitted and no later than February 28.

8. The decision as to whether to promote or grant tenure or continuing contract to a unit member shall rest with the Board of Trustees, or where designated, the chief administrative officer.

**Definitions of levels of performance**

The following personnel policies are for faculty of the Department of Technology in the School of College of Science, Technology and Health at the University of Southern Maine. The policies define the areas of expected contribution of each faculty member during their employment in the department and the relationship of those contributions to faculty ranks and personnel actions.

The policies recognize that faculty differ in their conditions of employment, expertise, interest, and available resources and therefore will differ in the profile of their contributions. It is however expected that each will normally develop a pattern of contributions in all areas (teaching, scholarly activities, and service) even though some may be more specialized in their contributions than others and those efforts may vary from year to year. Evaluations should recognize these differences and beyond the basic levels of performance listed for each rank should recognize exceptional achievement or leadership in one or more areas when considering promotions. High levels of achievement in all three areas may be equivalent to outstanding achievement in a single area.
Also, because of the potentially long terms of some activities, evaluations should consider the pattern of contributions over several years. In cases other than initial appointment and probationary reappointments, a period of five years is normally considered. In cases of initial appointment and probationary reappointments, the record up to that time (not normally beyond five years) should be considered as they related to a future tenure decision and promotions.

Evaluation of faculty will be consistent with the faculty contract in effect and conditions of employment. Members of the Individual Peer Committee include one DOT faculty member selected by the faculty member for which the Peer Committee was constituted, one DOT faculty member appointed by the Department Chair in consultation with the faculty member, and may include a member from another department if approved by the department faculty and the faculty member who is being evaluated. Committees are to be appointed yearly; however, the same committee membership is encouraged for consistency.

In cases of joint appointments, written input from both departments or schools in which the joint appointment is held are to be requested of the respective dean or chairman. An agreed upon set of guidelines for the evaluation of those serving in a joint appointment should be developed by the participating departments or schools prior to making the initial appointment.

Unless otherwise specified in the contract or evaluation levels beyond the department, the peer committee yearly evaluation report will take the form of a summary of the faculty member’s activities, a yearly letter of evaluation from the peer committee, and any written response by the faculty member. For non-tenured faculty, the peer committee will, in consultation with the faculty member, develop and maintain an evaluation plan that includes evaluation procedures, schedules, and format.

Area: Teaching

Teaching is the central activity of the Department of Technology faculty and is of the utmost importance in considerations for reappointment, promotion, and tenure. The enthusiasm, preparation, and expertise which is exhibited by a faculty member for his discipline is directly related to his or her ability to transfer knowledge to the students.

Demonstrated professional competency in teaching can be documented by indicators such as: course materials; examples of student work; student evaluations; written student comments; peer committee teaching evaluations; external teaching evaluations; graduating senior exit interviews; and teaching excellence awards.

A faculty member’s technical expertise enhances his or her ability to convey the subject matter with application to practical experience. Faculty/student rapport on a professional level not only instills professionalism but enhances the learning process. Faculty must create and maintain an effective learning environment be it a laboratory or classroom within the department or at off-campus sites.
To perform adequately at the instructor level, faculty are expected to have expertise in their discipline, be able to develop courses that achieve their course objectives, maintain an adequate teaching environment in their classroom and/or laboratory, and obtain at least average student evaluations.

To obtain and perform adequately at the rank of assistant professor, faculty are expected to have expertise in their discipline, be able to develop new courses in their field to meet their educational objectives, develop and maintain an adequate teaching environment in their classroom and/or laboratory and obtain at least average student evaluations.

To obtain and perform adequately at the rank of associate professor with tenure, faculty are expected to have a high level of expertise in their discipline, be able to develop new courses and course sequences to meet educational objectives, develop and maintain high quality teaching environments in classrooms and/or laboratories, and obtain above average student evaluations.

To obtain and perform adequately at the rank of professor, faculty should hold the highest degree in their field, show an ability to stimulate a genuine desire in students for scholarly work, demonstrate leadership in the development of courses and curriculum, develop and maintain safe and effective teaching environments, and obtain indicators that demonstrate a high level of effectiveness.

Area: Scholarly Activities

Scholarly activities by university faculty are important in that they create, organize, and disseminate knowledge that forms a basis for curriculum development, assist faculty in maintaining expertise and enthusiasm in their disciplines, and support the advancement of the larger community.

Appropriate scholarly activity takes a variety of forms including: basic and applied research; product and process design and development; writing for publication (including electronic publication); professional presentations at the local, state, regional, national and international conferences, conventions, or workshops; improving teaching materials and the teaching environment; and new course development.

To be appropriate, the activities should make contributions to the body of knowledge, the academic and/or larger community, or the content of university courses. This may include the synthesizing of developments in the discipline, integrating them with traditional theories, and improving the quality and relevance of the preparation afforded students. In cases in which reports are confidential, evidence of the scholarly activity may be made up of letters from involved individuals without discussing confidential content.

The type and degree of scholarly activity varies between faculty depending on their other commitments, interests, and available resources. All faculty are however expected to be active scholars as appropriate to their rank, discipline, and teaching and service responsibilities.
The consideration of scholarly activity in personnel actions is important and is to be considered as follows:

Instructors are expected to maintain their expertise in their discipline through study and attendance at professional presentations and conferences; and to develop their courses consistent with their growing expertise. They may also be expected to make periodic presentations to professional groups that relate to their teaching and discipline.

Faculty at the rank of assistant professor are expected to begin developing a pattern of scholarly activity including such things as course development, presentations to professional and community groups, research and development, and publications. For consideration for tenure and promotion, they are expected to have made a variety of scholarly contributions over a period of several years beyond those directly associated with their teaching assignments.

Faculty at the rank of associate professor are expected to demonstrate continuing scholarly activity in various areas beyond their teaching assignments.

For promotion to professor, associate professors are expected to have accomplished a significant amount of scholarship, which demonstrates leadership in their discipline above and beyond local recognition. Faculty at the rank of professor are expected to continue scholarly activity at a level that maintains their reputation and position of leadership.

While it is recognized that scholarly contributions come in many forms, it is expected that the scholarly activities associated with the rank of associate professor and professor should include a portion that has undergone a peer review process.

**Area: Service**

Faculty service is integral to the mission of a public institution. This includes service to: 1) the department, school, and university; 2) the discipline; and 3) the community (including business and industry) in a professional capacity.

Service to the university involves effective and responsible leadership and participation in fulfilling department, school and university missions. This includes activities such as: committee work at all levels; advising and counseling students; and participation with student organizations. Activities should be evident at each level (department, school, university) when assessed over a period of several academic terms.

Service to the discipline involves leadership and/or participation in professional organizations as well as other contributions that promote the discipline or its goals. All faculty should demonstrate professional service to the larger community.
This service may take the form of volunteer or reimbursed efforts working with business and industry, schools, other organizations, or individuals. It is expected that all faculty will provide community service related to their professional role. A faculty member’s base salary is assumed to include some volunteer service to the university and the community.

It is recognized that positive outcomes can result from faculty engaging in consulting activities, including enhanced professional expertise and opportunities for research and scholarship. Consideration of consulting activities is acceptable if such activities relate to a faculty member’s expertise and do not negatively impact on other University responsibilities.

The consideration of service as it relates to personnel actions is important and is to be considered as follows:

An instructor is expected to participate in departmental meetings. They should hold membership in professional associations appropriate to their discipline.

To obtain and perform adequately at the rank of assistant professor, faculty are expected to demonstrate participation in the university beyond the departmental level. They should be active in professional associations and contribute to community-based organizations or activities.

To obtain and perform adequately at the rank of associate professor with tenure, faculty are expected to demonstrate participation at the university, school, and departmentally level. They should demonstrate a record of continuous activity in professional associations and evidence a variety of contributions to community-based organizations or activities.

To obtain and perform adequately at the rank of professor, faculty are expected to demonstrate leadership at one or more levels of the university. They should be recognized as providing significant contributions to the profession, external community, and engage in consulting activities in their area of expertise.